1207 FINAL RECORDS AND REPORTS (PROJECT CLOSE-OUT)

1207-1 As-Built Plans

In order to provide an accurate permanent record of actual placement of features for maintenance and future development, the Resident Engineer should keep an updated set of plans during the project, showing any changes to the original design made during construction. At the end of the project, they are responsible for preparing two sets of As-Built Plans: one for Statewide Project Management and one for the ORG. A third set can be provided to any Local Government involved in the contract, on a case by case decision. Statewide Project Management should submit a memo to the Field Reports Section that provides the date they received their set of As-Builts Plans.

As-Built Plans should be drawn accurately and to scale, with all necessary explanatory and reference information noted. They shall include all changes from the bid documents, all permit work and all extra work performed under a supplemental agreement.

Underground communications systems, electrical, or utility information must be included by providing accurate locations on the as-builts. Special emphasis should be given to the location of any cables or equipment installed in a manner other than that specified by standard placement conventions. The Contractor should supply the as-built survey information

The final construction cost shall be recorded on the front page of the As-Built Plans. The Resident Engineer shall sign and date the As-Builts.

1207-2 Materials Sample Checklist

The Materials Group will send a Materials Sample Checklist to the Resident Engineer upon the award of the contract, specifying the required frequency of sampling and testing of project materials. The ORG or Area Lab Supervisor completes the form at the end of the project and submits it to the Resident Engineer for review and signature. The Resident Engineer submits the original signed checklist to the Regional Materials Engineer for review and a statement regarding the adequacy of the Independent Assurance and Correlation Sampling and Testing Programs on this project. All original documents then go to the District Engineer, who attaches a materials certification letter and forwards all original documents to the Materials Group. After reviewing the materials sample checklist and all related documents, the Assistant State Engineer of the Materials Group submits the final certification of materials to the FHWA, or the Deputy State Engineer, as project funding determines. It is recommended that the Resident Engineer keep a copy of the materials sample checklist in the project files. For further information refer to Policy and Procedures Manual 92-6 and Exhibits 1207-2 -1A, B and C.

ARIZONA DEPARTMENT OF TRANSPORTATION

OFFICE MEMO
December 1, 2000

TO: **LIGIA LLURIA**
Senior Resident Engineer
633 E. 22nd Street
Tucson, AZ 85713-1302

FROM: **PAUL T. BURCH**
Quality Assurance Engineer
Materials Group (068-R)

RE: **PROJECT NO. NH 10-4(165) H2378 03C**
CASA GRANDE – TUCSON HWY. (I-10)
(Ruthrauff Road to Miracle Mile (WB))

Materials Group has prepared the following checklist of the materials to be used in constructing this project which require testing for approval. The number of recommended samples for acceptance (ACCP), independent assurance (IAS), and correlation (CORR) testing are derived from the Materials Testing Manual, Series 900, Sampling Guide Schedule. The recommendations are considered minimum for the plan quantity. Documentation must be provided if the actual number of samples differ from that recommended. All materials used on the project which require testing should be listed. Materials used which were not originally listed should be added.

Acceptance samples taken by the project are to be recorded under the ACCP SAMPLES TAKEN BY PROJECT column, regardless of where the tests are performed. The number of samples tested shall be recorded in the appropriate column. Acceptance testing performed by the project is to be recorded under the ACCP SAMPLES TESTED BY PROJECT column, acceptance testing performed by the Regional Lab is to be recorded under the REGIONAL ACCP column, and acceptance testing performed by the Central Lab is to be recorded under the CENTRAL ACCP column. Independent assurance sample splits used for acceptance testing are to be recorded under the ACCP column for the lab performing the acceptance testing. Correlation testing performed by the Regional Lab is to be recorded in the REGIONAL CORR column. Independent assurance sample testing is to be recorded under the column for the lab performing the testing, i.e., REGIONAL IAS or CENTRAL IAS columns.

Upon completion of the project, the Materials Sample Checklist shall be signed and submitted to the Regional Materials Engineer for review and signature. A copy of the completed and signed Certificate Log(s) shall be attached to the Materials Sample Checklist. These documents shall be forwarded to the District Engineer for review and approval. The District Engineer will then forward them to the Assistant State Engineer, Materials Group.

cc: David Burbank
Regional Materials Engineer
Tucson Regional Lab (T918)

Exhibit 1207-2 -1A. Materials Sample Checklist

ARIZONA DEPARTMENT OF TRANSPORTATION
MATERIALS SAMPLE CHECKLIST
December 9, 1997

PROJECT LOCATION: CASA GRANDE - TUCSON HIGHWAY (I-10)
(Ruthrauff Road to Miracle Mile (WB)) PROJECT NUMBER: NH 10-4(165) H2378 03C

ITEM NUMBER	MATERIAL	PLAN QUANTITY	ACTUAL QUANTITY IF VARIES FROM PLAN QUANTITY	NUMBER OF SAMPLES					NUMBER OF SAMPLES TESTED							
				RECOMMENDED			PROJECT		PROJECT		REGIONAL			CENTRAL		
				A C P	I A C S	C O R R	ACCP SAMPLES TAKEN BY PROJECT		ACCP SAMPLES TESTED BY PROJECT		A C P	I A S	C O R R	A C P	I C S	
8030091	Granite Mulch	76,880 SY		1	*	*										
8030121	Rock Mulch (3" - 6" River Rock)	110 CY		1	*	*										
8080301	Pipe (PVC)(1/2")(SDR 13.5)(Class 315)	39,380 LF		4												
8080312	Pipe (PVC)(3/4")(SDR 21)(Class 200)	20,636 LF		2												
8080322	Pipe (PVC)(1")(SDR 21)(Class 200)	3,751 LF		1												
8080362	Pipe (PVC)(2")(SDR 21)(Class 200)	8,646 LF		1												
8080382	Pipe (PVC)(3")(SDR 21)(Class 200)	75 LF		*												

* Small quantity, no samples required.

Exhibit 1207-2 -1B. Materials Sample Checklist

ARIZONA DEPARTMENT OF TRANSPORTATION
MATERIALS SAMPLE CHECKLIST

PROJECT NUMBER: NH 10-4(165) H 2378 03C

ITEM NUMBER	MATERIAL	PLAN QUANTITY	ACTUAL QUANTITY IF VARIES FROM PLAN QUANTITY	NUMBER OF SAMPLES				NUMBER OF SAMPLES TESTED							
				RECOMMENDED			PROJECT	PROJECT		REGIONAL			CENTRAL		
				A	I	C	ACCP	ACCP	A	I	C	A	I		
				C	A	O	SAMPLES	SAMPLES	C	A	O	C	A		
				C	S	R	TAKEN	TESTED	C	S	R	C	S		
				P		R	BY PROJECT	BY PROJECT	P		R	P			

* Small quantity, no samples required.

NOTE: A. One acceptance sample per 1000 T. Minimum one IAS per 40 acceptance samples.
B. One set of concrete cylinders per 100 c.y. for acceptance. Minimum one IAS per 40 acceptance samples.
C. One set of concrete cylinders per day for acceptance, without a slipform. Four sets of concrete cylinders per day for acceptance, using a slipform. Minimum one IAS per 40 acceptance samples.
D. One gradation sample per 1/2 shift. Minimum one IAS per 40 acceptance samples.
E. One set for compressive strength per 1/2 shift. Minimum one IAS per 40 acceptance samples.

REMARKS: _____

This is to certify that all materials, except those materials accepted by certification and those where no samples are required, were properly sampled and tested.

Report prepared by _____ Date _____

Resident Engineer (Signature and Date)

Reviewed by: _____

Regional Materials Engineer (Signature and Date)

Exhibit 1207-2 -1C. Materials Sample Checklist